

## 第7週

【問題1】 解答例は以下のとおり。

1. as scheduled; as planned
2. by bank transfer
3. disregard
4. draw a check
5. due date
6. goods; merchandise
7. in full settlement; in full payment
8. in writing
9. issue an L/C; issue a letter of credit (issue の代わりに open, establish も可)
10. make the necessary arrangements for *something*
11. make payment in full
12. an outstanding account
13. our records show that . . .
14. a (payment) reminder; a collection letter
15. remit
16. shortly; soon
17. submit *something* to *someone*
18. supply
19. unfortunately
20. require

【問題2】 解答例は以下のとおり（解答例はすべて第7週で学習した文例です）。

1. Thank you again for placing an order with us.
2. We look forward to receiving the goods as scheduled.
3. We are pleased to inform you that the goods are now ready for shipment.
4. Unfortunately, our records show that this invoice is still outstanding.
5. If you have already made payment, thank you—and please disregard this letter.

【問題3】 解答例は以下のとおり（解答例はすべて第7週で学習した文例です）。

1. In asking this, we are willing to provide you with whatever documents you may require.
2. Should you have any questions in this regard, please call me at 81-3-3987-099\* (direct), or send me your message by fax.
3. In spite of our repeated reminders, we have received neither a reply from you nor your remittance.
4. We must therefore ask you again to give the matter your immediate attention and to make payment in full by bank transfer by November 10, 19--.
5. Unless we receive your payment within seven days from your receipt of this

final reminder, we shall be forced to place the matter in the hands of our lawyers.

【問題4】このレターの最大の欠陥は不必要な情報が多すぎることにある。たとえば、口座番号をなん度も繰り返しているが、これは相手にとって不必要な情報であるばかりでなく、文章をいたずらに煩雑にしている。また、どの口座からどの口座に金が移されたかということや、銀行宛のレターの日付なども不必要である。

細部では第1文で as で始まる従属節と although で始まる従属節がふたつ重なっているために、このセンテンスの理解を困難にしている。書き出しの We are sorry... 以下の that 節の部分は We are sorry to have given you trouble by sending you a check for... のように簡潔にまとめ、3行目の our checking account No. 2876 was short of money... の部分は in spite of the fact that our checking account was insufficiently funded at that time... のように書き換えたほうがよい。

3行目末尾から4行目にかけては全体をもっと簡潔にまとめ、以下の改作例のように書き換える。8行目冒頭の Now は削除。またこのセンテンスの the check はこのままでは2行目の check を指していることになってしまうので a new check (to replace the previous one) のようにしてはっきりと区別する必要がある。第2パラグラフ第2文は蛇足であり、最終センテンスは文が完結していない。改作例は以下のとおり(本文のみ)。

We are sorry to have given you trouble by sending you a check for U.S. \$25,400 on June 15 in spite of the fact that our checking account was insufficiently funded at that time.

However, we have already made the necessary arrangements with our bank, and the above account should now have enough funds to cover the payment.

We are enclosing a new check, No. \*\*\*\*\*, in full settlement. Should any further problems arise, please let us know as soon as possible.

【問題5】解答例は次のとおり(本文のみ)。

返信1

This is to acknowledge your letter of May 10 reminding us of our outstanding account with you.

I had been abroad for several weeks and it was not until my return that your account was brought to my attention. Nevertheless, I must apologize for this delay, and enclose a certified bank draft for U.S. \$5,500 in full settlement.

Once again, I am sorry for the trouble we have given you, and I wish to thank you for your kind understanding.

返信 2

We refer to your letter of May 10, in which you reminded us of our outstanding account with you.

Please note, however, that we already paid this amount by sending you a certified bank draft on April 15. The draft number was \*\*\*\*, issued and certified by the Bank of Tokyo.

Will you please check your records again and let us know whether it has now been received? Thank you.

